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## EH&S Reporting Activities for February 2005

### ➤ Key Activities

- As of February 28<sup>th</sup>, Jefferson Lab had achieved **210** consecutive days without a lost-time injury. The Lab record is **455** consecutive days without a lost-time injury.

There have been **193** consecutive days without a DOE reportable injury. **Congratulations to everyone for continuing to working safely!**

- FY 2005 JLab safety performance, as measured by Total Recordable Case (TRC) and Days Away, Restricted, or Transferred (DART) injuries, calculations were provided at Site Office request. The calculations noted that JLab could experience ~ 8 TRC and ~ 4 DART cases and achieve the FY 2005 Office of Science (SC) goals.
- The SC Energized Electrical Work Review Team visited JLab from February 7-11. Extensive interviews were conducted with a wide range of JLab staff including electrical/electronic workers, line and senior management, EH&S personnel, and Electrical Safety Subcommittee members. The Team's draft report noted that JLab energized electrical work was being conducted appropriately and provided several recommendations for continued progress on implementing National Fire Protection Association Standard 70-E.
- As part of the JLab Comprehensive Safety Strategy, we hosted the nationally known safety motivational speaker, Charlie Morecroft, on February 7<sup>th</sup>. His two presentations were well received by standing room only CEBAF Center Auditorium audiences.
- JLab approved work control documents (such as Operational Safety Procedures and Temporary Operational Safety Procedures) are now available electronically at [www.jlab.org/div\\_dept/dir\\_off/oa/index.html](http://www.jlab.org/div_dept/dir_off/oa/index.html). This action was in response to a recommendation from the September 2004 safety team review. Thanks to Mary Jo Bailey and Betty Beeler for all their great work in making this electronic availability a reality.

### Environmental Management System (EMS)

- Progress by EMS Implementation Team members continued in February on working towards having an EMS established by December 2005. Additional material for EMS briefing and training opportunities was provided to the JLab Training and Performance Office.

➤ **Special HRSD Submittal**

- EH&S Reporting coordinated the preparation of an application for a Pollution Prevention Award that HRSD makes available for its customers each year.
- The efforts of Accelerator Division EH&S Department were welcomed as they provided the bulk of the information to support this award.

➤ **Other Activities**

**Occurrence Reporting**

- EH&S Reporting revised EH&S Manual Chapter 5300, *Occurrence Reporting*, to incorporate new Site Office Facility Representative (FR) contact information. Site Office FR changes were required due to Barbara Morgan's retirement.
- Two February events were screened by EH&S Reporting for DOE occurrence reporting (ORPS) categorization. These events were a February 7<sup>th</sup> CEBAF Center buried water line break due to subcontractor construction equipment movement in the area, and a February 23<sup>rd</sup> small (< 1 gal.) diesel fuel spill during the fueling of a Hall C forklift. Both events did not require immediate ORPS reporting. Administration Div. staff followup information on the February 7<sup>th</sup> and February 23<sup>rd</sup> events is being prepared.
- Site Office and EH&S Reporting staff participated in a February 10<sup>th</sup> DOE Active Facilities Environmental Liability Estimate (AFELE) conference call. The Site Office requested that JLab staff perform the FY 2005 information verification and electronic data entry. AFELE data entry was performed by Site Office staff in previous years.

➤ **Work Smart Standards (WSS) Set**

- EH&S Reporting is updating the Set to incorporate the new contract performance metrics.
- EH&S Reporting continued working with the Policy and Manuals staff to incorporate a review of WSS items along with EH&S Manual updates.

➤ **National Environmental Policy Act (NEPA)**

- Coordination with a local library was made so that Jefferson Lab can have some NEPA documents in a public reading area.
- NEPA documentation to address the CTF Cooling Tower and the Fabric Storage Building has been initiated.

## EH&S Policies & Manual Group Highlights

### February 2005

#### ➤ Policies & Manual Group Initiatives

- During February 2005, we experienced a problem uploading the html copy of the EH&S Manual that resulted in policy inconsistencies between html and pdf versions of like chapters. This problem was resolved by mid-month and was result of functional differences between the Mac and PC versions of the FrameMaker software. [see 2/9/05 all staff email:  
<https://www1.jlab.org/ul/apps/news/memo/2005ehsmanual.cfm> ]
- The PMG is investigating a means to create EH&S Manual html files that have static names rather than consecutive numbers. This will make it possible to reference links to the html version. Presently, only pdf links are valid references. Note: Since the creation of the EH&S Manual in FrameMaker, use of html links has been discouraged because the link addresses change every time the html version is updated. It's our understanding that FrameMaker 7.1, includes a new feature that allows formatting files to static names instead of page numbers as has been the past practice.
- The PMG is investigating the mechanics of creating a html version of the RadCon Supplement. Presently the supplement is only in pdf format. We created a link in the html version of Chapter 6310 to the pdf copy of the supplement but many EH&S Manual customers prefer a html copy. We also decided to create a Technical Appendix 6310-T1 that directs readers to the RadCon Supplement. This is in addition to the links in the main chapter. Historically, Appendix 6310-T1 has not existed in print but was reserved as the RadCon Manual reference number. In discussion with Erik, we felt creating the appendix would add clarity.
- Investigated integration of ASME/ANSI 13.1, *Scheme for the Identification of Piping Systems*, requirements into the appropriate EH&S Manual chapter(s). [Note: The ASME Standard was added to the JLab Work Smart Standards set a few years ago.] In discussion w/ John Kelly & Phil Mutton, we concluded that threshold determinations are needed to define materials in pipes that are inherently hazardous by virtue of temperature and/or pressure. This information will reside in Technical Appendix 3220-T1, *Standardized Hazard Warning Signs*, with a link to this section appended to Chapter 6150 in the section on manifolds and gas distribution systems. We will also add a reference to 3220-T1 in Chapter 6930, *Fire Protection systems*.
- Extension cord safety training, designed to promote understanding of new requirements in the recently approved Technical Appendix 6210-T2, was made available in Jeopardy Game format. The training can be accessed from the Training folder in the M Drive. The game content is taken directly from the technical appendix. See EHSLOG 1257794 at  
[http://opweb.acc.jlab.org/CSUEApps/elog02/elog\\_item.php?elog\\_id=1257794](http://opweb.acc.jlab.org/CSUEApps/elog02/elog_item.php?elog_id=1257794)

#### ➤ EH&S Manual Updates

- **Chapter 6230**, Electronic Equipment Safety was distributed for Level 3 review on 2/23/05. Comments are due back by 3/9/05.
- **Chapter 6140**, Cranes and Hoists, and its appendices were distributed for Level 3 review on 2/23/05. Comments are due back by 3/10/05.

## EH&S Policies & Manual Group Highlights

### February 2005

- **Chapter 6761**, Hazardous Waste Management and the information that will be included in the Environmental Protection Supplement (EPS-61 and Appendices EPS 61-T1, EPS 61-T2, EPS 61-R1, EPS 61-R2) were distributed for Level 2 review on 2/24/05. Comments are due by 3/11/05.
  - **Chapter 6630**, Respiratory Protection, was ready for Level 4 - Director's Council review/approval. Author's summary is due by 3/4/05. The Director's Council package is planned for delivery on 3/9/05.
  - **Chapter 6731**, Groundwater Protection, changes were completed and sent back to the author for an accuracy check prior to Level 3 distribution.
  - **Chapter 3310**, SOP/OSP delivered to Director's Council for Level 4 review. Comments were due back on February 23, 2005, but at month's end, a couple responses were still outstanding.
  - **Chapter 3330**, Stop Work, was revised to give subcontractors the same authority as JLab staff, as recommended by the DOE Electrical Safety Team. Chapter was distributed on 2/22/05, for Level 3 review/comment. Comments are requested back by March 9<sup>th</sup>
  - **Reference Appendix 2200-T1, Table 3**, Safety Wardens, was updated on 2/22/05 to reflect Test Lab safety warden changes.
  - Two new **Interim Technical Appendices 6220-T1**, Interim Control of Mode 2 and Mode 3 Electrical Work, and **6230-T1**, Interim Control of Mode 2 and Mode 3 Electronic Work, were added to the EH&S Manual. Applicable elements of the new appendices were also appended to the parent chapters. These changes are noted in blue font until they can be integrated with the other chapter revisions currently in progress. An all staff email announced the new appendices. Follow-up in the EHSLOG was also provided. See EHSLOG 1257780 at [http://opweb.acc.jlab.org/CSUEApps/elog02/elog\\_item.php?elog\\_id=1257780](http://opweb.acc.jlab.org/CSUEApps/elog02/elog_item.php?elog_id=1257780)
  - **Appendix. 5300-T1**, contact information changes were made and posted to the online versions of the Manual.
  - **Chapters 6152, 6620, 6170, 6810, and 6145**, approved by Director's Council the end of January, were updated in the online Manual copies and the hard copies around site.
  - **Chapter 2230 and appendix 6310-T3**, minor changes were submitted by Jim Murphy and posted online (pdf) as well as in the paper copies of the Manual
- **Director's Council Packages [Level 4 Review]**
- **Technical Appendix 6220-T1**, Interim Control of Mode 2 and Mode 3 Electrical Work, and **Technical Appendix 6230-T1**, Interim Control of Mode 2 and Mode 3 Electronic Work, approved on February 4, 2005. See <https://www1.jlab.org/ul/apps/news/memo/2005appendices.cfm>
- **EH&S Manual Revision Status – Color Coded Table**
- ✓ The color coded table of EH&S Manual chapters and appendices (dated January 13, 2005) can be viewed at:  
[http://docushare.jlab.org/Get/File-8112/Color\\_coded\\_table-4-29-04.xls](http://docushare.jlab.org/Get/File-8112/Color_coded_table-4-29-04.xls).  
Next update will be in April 2005.